




Item #

DATE: November 5, 2015

TO: Mayor and City Council,
Jamie Verbrugge, City Manager
Lori Economy, Chief Financial Officer
Department Heads

FROM: Julie Vogel, Finance Manager 

RE: Proposed Write-Offs

EXECUTIVE SUMMARY

We recommend that a total of \$9,498.55 be written off as accounts receivable for animal control, Motor Vehicle for NSF checks, and Customer billing mostly for bankruptcies for years 2009 to 2013.

Type of Write-Off	Dollar Amount	Period of time for Write-Offs	# of Transactions	Average Transaction
Accounts Receivable	\$ 1,332.57	2011 to 2012	5	\$267
Motor Vehicle	4,121.50	2013	25	165
Customer Billing	4,044.48	2009 to 2013	35	116
Total	\$ 9,498.55			

The City Attorney has reviewed these write-offs and believes that any legal action would be costly. The average transaction dollar amount is also a reason not to pursue legally. Finance spoke with Animal Control, Motor Vehicle, Legal and Customer Billing and there are no other avenues of pursuit for these amounts.

Please see the attached detailed information. Finance is planning on the write-offs going to City Council on December 7, 2015



DATE: 10/22/15

TO: Julie Vogel
Finance Manager

FROM: Sue LeGrand
Accounts Receivable

RE: Proposed 2015 Write-Offs – Accounts Receivable

Many attempts have been made to collect the outstanding charges listed on the proposed list of 2015 write offs.

The collection methods used included, but not limited to; mailing of statements and/or copies of original invoices via Standard 1st Class mail, Certified Letter and/or email, forwarding of statements/invoices to customers that have moved per information provided by the US Postal Service, researching online search engines to obtain current telephone numbers, addresses and/or email addresses and company websites, to attempt contact for the purpose of collections.

To my knowledge none of the accounts on the proposed write off list are subject to collection via the City of Bloomington license application process, for new or renewed licenses, nor are they collectable by way of the annual Hennepin County Special Assessment process.

The proposed Animal Control write offs were discussed with Jon Carlson, Animal Control Coordinator, and no additional ways to collect were found.

CITY OF BLOOMINGTON
Pending Write Offs
YE 12-31-15

Lust #	Customer Name	Invoice #	Bal Due	Description	>\$250	<\$250	Bill Date	Notes
10848/5891	Bielawski, Carla Jo	10011/51075	142.64	Animal Control	\$ -	\$ 142.64	2011	Unclaimed Animal - Moved out of Bloomington - Certified Received
11160/6218	Hovde, Cheryl Renee	10017/54325	633.10	Animal Control	\$ 633.10	\$ -	2012	30 day Board & Euthanised - Certified Unclaimed
11235/6293	Kovarik, Elizabeth Ellen	10019/54689	150.00	Animal Control	\$ -	\$ 150.00	2012	Dangerous Dog Case/Disposal - Moved out of Bloomington - Certified Unclaimed
11003/6052	Schoenzeit, Andrew Bloom	10014/52254	381.83	Animal Control	\$ 381.83	\$ -	2011	Board/Impound 2 animals - Certified Received
10803/5843	Starr, Phillip Wayne	10010/50793	25.00	Animal Control	\$ -	\$ 25.00	2011	DOA Animal Disposal - Certified Received
			<u>\$ 1,332.57</u>		<u>\$ 1,014.93</u>	<u>\$ 317.64</u>		

BK = Bankruptcy on file

Total per Bankruptcies	\$ -
Total per Uncollectible	\$ 1,332.57
Total	<u>\$ 1,332.57</u>

Memorandum

DATE: November 2, 2015

TO: Julie Vogel, Finance Manager
Kari Carlson, Assistant Finance Manager

FROM: Mary Lee

CC: Kim Griffith

RE: Proposed Motor Vehicle NSF Check Write-offs for the Year 2013 - \$4,121.50

Many attempts have been made to collect the outstanding charges listed on the proposed list of Motor Vehicle NSF check write-offs for the year 2013. First, the bank was contacted to see if funds were available so that they could try to redeposit the check. When funds were not available after the first 10 days, the customer was contacted via telephone to make arrangements for payment. Then, a 1st notification payment letter was mailed to the customer, and then 21 days later a 2nd letter was mailed. Then, the customers were contacted via telephone once a month for a year.

In March 2010, the City of Bloomington became part of the state contract that flags the record of a vehicle when a customer writes an NSF check and suspends the registration. This has helped reduce the amount of NSF checks and should continue to reduce in the future.

City of Bloomington
Motor Vehicle Account
List of NSF Checks 2013
Proposed to be Written Off

Date	Name	NSF Amount
02/15/13	Zachariah Kasa	12.75
02/19/13	Maickele Kidane	53.00
02/20/13	Ronald Knigge	14.25
02/20/13	Laura McCollough	17.25
02/20/13	Diane Mavis	23.25
02/20/13	Kathleen Pegram	42.00
02/20/13	Denise Anderson	48.00
02/20/13	Erik Maupin	84.00
05/20/13	Martin Cheatham	354.00
08/15/13	S or J Adams	42.00
08/15/13	Sokea Thou	42.00
08/15/13	Rebecca Howard	60.00
08/16/13	Chantelle Norman	42.00
08/16/13	Kelly/Tyler Goodermont	42.00
08/16/13	Fredo Teko-Folly	47.00
08/16/13	Kelly/Tyler Goodermont	60.00
08/16/13	Edward Nyakeri	555.75
08/19/13	Colleen Quade	36.00
08/19/13	Tennelle Kelly	42.00
08/19/13	Stephen Pemble/Michelle Gleason	165.00
08/19/13	Tennelle Kelly	169.00
08/19/13	Amanda O'Brien	304.75
10/28/13	Misty Seeger	95.00
10/28/13	VIP Inc	1,728.50
11/08/13	Sharon Dykstra	42.00
		<u><u>4,121.50</u></u>

Lee, Mary

Subject: FW: Motor Vehicle NSF

From: Griffith, Kim
Sent: Monday, November 02, 2015 11:23 AM
To: Lee, Mary
Subject: RE: Motor Vehicle NSF

It was not Cisco it was VIP Inc for the big one.

Martin Cheatham was a stop payment. He has been sent 2 letters and been called 4 times. He said that he had to stop payment on all his checks due to theft, but he never made good on his promise to pay. The last envelope came back as undeliverable and the vehicle is showing removed from the state.

Amanda O'Brien was sent 2 letters. The telephone number listed on the check was disconnected. The last letter was returned as undeliverable. Could not do state letter as the vehicle was transferred to another person.

VIP Inc. We called the person who signed the check numerous times and sent 2 letters. He has never responded and the vehicles are not in his name.

Edward Nyakeri was only sent one letter. He has not returned any phone calls. The vehicle is currently in suspense for another problem, so we are not able to add our suspense for NSF.

Let me know if you need further information. Go ahead with the write off.

Kim

Cust #	Customer Name	Location #	Bal Due	Description	BKCY Discharge Date	>\$250	<\$250	Bill Date
541987	Jesse Renneke	133923	1,195.72	Ch. 7 BKCY Case #13-45620-MER	2/19/2014	1,195.72		
551714	Gloria & Jeffrey Ziebol	130276	218.82	Ch. 7 BKCY Case #14-43630-KHS	12/2/2014		218.82	
513708	Lynn Aspnes	138916	322.24	Ch. 7 BKCY Case #13-41998-JNF	7/30/2013	322.24		
526139	Dieter Haugen	130095	375.04	Ch. 7 BKCY Case #15-42046-RJK	9/15/2015	375.04		
538652	Dale A Olsby	147641	755.20	Ch. 7 BKCY Case #12-46587-KHS	2/19/2013	755.20		2012
532905	Mary Lienemann	149295	70.14	Ch. 7 BKCY Case 11-45132-RJK	11/1/2011		70.14	2011
538609	Christopher Lawrence / Wendy Olds	127075	149.06	Ch. 13 BKCY Case #11-44081-RJK	Dismissed / Sold		149.06	2011
514818	Kerry Belz	129849	159.09	Ch. 7 BKCY Case #11-69304-PWB	10/13/2011		159.09	2011
515990	Craig R Borchardt	140845	404.65	Ch. 7 BKCY Case # 10-40067	4/12/2010	404.65		2010
533710	Thomas Lundquist	146537	315.93	Ch. 7 BKCY Case #10-42487	7/13/2010	315.93		2010
533435	Rebecca A Sullivan	144287	46.67	Ch. 7 BKCY Case #10-41781	6/21/2010		46.67	2010
550956	Estate of George E Wirth	127745	0.01	unpaid balance from final bill			0.01	2011
545694	Snyder Legacy LLC	140498	0.02	unpaid balance from final bill			0.02	2010
552242	Claude A Worrell	133597	0.10	unpaid balance from final bill			0.10	2011
526726	Donna J Henry	145404	0.16	unpaid balance from final bill			0.16	2010
541934	The Anderson Group	129346	0.20	unpaid balance from final bill			0.20	2011
514493	BCH Realty	148942	0.22	unpaid balance from final bill			0.22	2009
548839	Gisela Valdez Alvarez	126659	0.23	unpaid balance from final bill			0.23	2009
552614	Keller Williams	149368	0.56	unpaid balance from final bill			0.56	2012
547462	Cindy L Tebrake	128396	0.60	unpaid balance from final bill			0.60	2011
523568	Marcos L Garcia	139228	0.72	unpaid balance from final bill			0.72	2009
552404	Michael Sperlak	135371	0.89	unpaid balance from final bill			0.89	2013
515979	James M Boosalis	137725	0.98	unpaid balance from final bill			0.98	2010
520836	Gail T Duggan	146967	1.07	unpaid balance from final bill			1.07	2009
546297	Jennifer M Stearns Otto	146113	1.26	unpaid balance from final bill			1.26	2011
530894	Melissa K Kocina	132532	1.44	unpaid balance from final bill			1.44	2010
553328	Northern Realty Venture LLC	148478	1.86	unpaid balance from final bill			1.86	2010
513434	Rosalie B Angelus	132447	1.89	unpaid balance from final bill			1.89	2011
549605	Ronald L Walker	143334	2.06	unpaid balance from final bill			2.06	2009
516473	Bridgewater Bank	135581	2.21	unpaid balance from final bill			2.21	2009
538963	Octario G Omana	144288	2.71	unpaid balance from final bill			2.71	2009
545368	Estate of Tommy N Salter	139337	3.08	unpaid balance from final bill			3.08	2010
525040	Cecil E Gustafson	133075	3.50	unpaid balance from final bill			3.50	2009
516785	Louis R Bruno Jr	133142	4.36	unpaid balance from final bill			4.36	2010
529005	James E Johnson	143642	1.79	unpaid balance from final bill			1.79	2011
			4,044.48			3,368.78	675.70	